
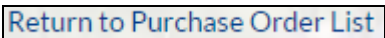


Searching for purchase documents as an eSupplier

Step	Action
1.	Click the Sell to the State link.
2.	In the My Bids section, there are multiple links to view your business' specific items, such as Active Bids , Purchase Orders , and Open Invoices .
3.	The My Active Bids link will navigate you to review all of your event invitations, submitted bids, and awarded events.
4.	The My Purchase Orders link allows you to search for your Purchase Order records.
5.	The My Open Invoices link allows you to view any open invoices your firm currently has with the State.
6.	Click the My Purchase Orders link. My Purchase Orders
7.	The Purchase Orders Search page is displayed. This page includes search criteria that contains various filter options. These filters can be used to refine the search results when you are looking for a purchase order document that was issued to you.
8.	You could use the From PO ID and To PO ID fields to set a range of purchase order numbers to search between. For example, if you listed 0000000009 in the From PO ID field, and 0000000020 in the To PO ID field, the search results would return all POs with ID numbers between 9 and 20.
9.	In this scenario, conduct a search for all PO documents within a certain date range using the From and To Date fields.
10.	Click in the From Date field.
11.	Press [Delete] .
12.	Enter the desired information into the From Date field. Enter a valid value e.g. " 1/1/2014 ".
13.	The To Date will always default to the current date. In this scenario, leave it set to the current date.
14.	Click the Search button.
15.	The Purchase Order Results page now displays all purchase orders that were issued to your business between 01/01/2014 and the current date.

Step	Action
16.	<p>The status of the PO can be seen here, and dictates whether action is still required for each PO.</p> <p>For example, POs that have been Dispatched have been sent to you as the vendor, and the State is waiting for you to fill the order. Those with a status of Compl are those which no longer require any action by the vendor.</p> <p>The date and time in which the PO was sent to you to be filled can also be seen here.</p>
17.	You can also see how many line items were contained on each PO, and the total dollar amount for each PO from this screen.
18.	Each PO has a View PDF button associated with it. Using this button would generate a printable version of the purchase order.
19.	To view the PO in detail, use the View PO Details button on that line.
20.	<p>Click the first View PO Details button.</p> 
21.	<p>The Purchase Order Details page displays.</p> <p>This page contains a line-by-line display of all the line items on this PO.</p>
22.	The page also contains some high-level information about this PO, such as the Status , the Buyer name, the Date it was created, and the Last Dispatch date.
23.	<p>The Purchase Order Total section displays the Merchandise Amount, the Freight/Tax/Misc., and the resulting sum of the two values.</p> <p>The sum of the Merchandise Amount and the Freight/Tax/Misc. results in the Total Amount. All values are displayed in USD.</p>
24.	<p>In the Purchase Order Lines section on this page, all line items on the PO are displayed.</p> <p>In this scenario, there was just one line item on PO0000000011.</p>
25.	Columns in the Purchase Order Lines section display information such as the Item ID , Description , Quantity , Unit of Measure and Merchandise Amount for each line item.
26.	You can use the Line Details tab to view additional information about each line item.
27.	<p>If an invoice was created and issued for this purchase order, that record would be displayed here in the Invoice List section.</p> <p>The Invoice List section will display the Invoice number, Date, Amount, Due Date, Approval Status and Voucher associated with each invoice.</p>
28.	When you are finished reviewing the details of this PO, use the Return to Purchase Order List link to return to the list of purchase orders.
29.	<p>Click the Return to Purchase Order List link.</p> 

Step	Action
30.	The Purchase Order Results page is now displayed again, allowing you to review any other POs from this list of search results.
31.	<p>You have successfully completed the "Searching for purchase documents as a vendor" topic.</p> <p>Key Takeaways:</p> <ul style="list-style-type: none">- An eSupplier can access Cal eProcure and search for any existing purchase documents that have been created between their business and State departments using FI\$Cal- eSuppliers can filter records in a variety of ways to locate desired documents- eSuppliers have access to view past purchase orders, receipts and invoices created by State departments that use FI\$Cal <p>End of Procedure.</p>